

Posted: Friday, June 07, 2013

NOTICE AND CALL OF THE REGULAR MEETING OF THE TRINIDAD CITY COUNCIL

The Trinidad City Council will hold its regular monthly meeting on
WEDNESDAY, JUNE 12, 2013 at 7:00 PM

MEETING WILL BE HELD IN THE TRINIDAD SCHOOL LIBRARY ROOM 15

*** COUNCILMEMBER MILLER WILL BE PARTICIPATING VIA TELEPHONE**

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ADJOURN TO CLOSED SESSION** – *No closed session scheduled*
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES** – *May 2013 minutes were not prepared in time for packet distribution.*
- VI. **COUNCIL MEMBER REPORTS, INCLUDING COMMITTEE ASSIGNMENTS**
- VII. **ITEMS FROM THE FLOOR**
(Three (3) minute limit per Speaker unless Council approves request for extended time.)
- VIII. **CONSENT AGENDA**
 1. Financial Status Reports for April 2013.
 2. Staff Activities Report for May 2013.
 3. Agreement for Accounting and Financial Consulting Services
 4. Luffenholtz Creek Source Water Protection Construction Project Award
- IX. **DISCUSSION/ACTION AGENDA ITEMS**
 1. Discussion/Decision to approve Resolution 2013-05: Adopting FY 2013-2014 Budget.
 2. Discussion/Decision regarding consideration of Streetlight at Azalea & Pacific Streets.
 3. Discussion/Decision regarding Ordinance 2013-02: Prohibiting Skateboarding in Saunders Park.
 4. Discussion/Decision regarding Policy Concerning Street Light Banners in City limits.
 5. Discussion/Decision regarding Committee Assignments
- X. **ADJOURNMENT**



CONSENT AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 9 PAGES

1. Financial Status Reports for April 2013.

City of Trinidad
Statement of Revenues and Expenditures - GF Revenue
From 4/1/2013 Through 4/30/2013

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budge</u>
Revenue				
41010 PROPERTY TAX - SECURED	0.00	41,144.99	72,200.00	(43.01)%
41020 PROPERTY TAX - UNSECURED	0.00	2,788.69	3,025.00	(7.81)%
41040 PROPERTY TAX-PRIOR UNSECURED	0.00	88.18	60.00	46.97%
41050 PROPERTY TAX - CURRENT SUPPL	0.00	(14.38)	220.00	(106.54)%
41060 PROPERTY TAX-PRIOR SUPPL	0.00	94.62	200.00	(52.69)%
41070 PROPERTY TAX - FINES	0.00	0.00	1,000.00	(100.00)%
41071 MOTOR VEHICLES	0.00	749.57	0.00	0.00%
41110 PROPERTY TAX EXEMPTION	0.00	643.11	640.00	0.49%
41130 PUBLIC SAFETY 1/2 CENT	0.00	907.34	1,660.00	(45.34)%
41140 PROPERTY TAX - DOCUMENTARY RE	0.00	529.10	2,000.00	(73.55)%
41190 PROPERTY TAX ADMINISTRATION FE	0.00	(1,135.50)	(3,675.00)	(69.10)%
41200 LAFCO Charge	0.00	(361.80)	(600.00)	(39.70)%
41210 IN-LIEU SALES & USE TAX	0.00	13,451.72	23,620.00	(43.05)%
41220 IN LIEU VLF	0.00	13,706.50	26,520.00	(48.32)%
42000 SALES & USE TAX	16,236.05	128,246.29	190,000.00	(32.50)%
43000 TRANSIENT LODGING TAX	4,477.86	72,900.65	87,500.00	(16.68)%
47310 VEHICLE LICENSE COLLECTION	0.00	0.00	200.00	(100.00)%
49030 PATCH FUND	0.00	10.00	0.00	0.00%
49080 MOTOR VEHICLE FINES	0.00	0.00	720.00	(100.00)%
49990 OTHER GRANTS	0.00	0.00	3,500.00	(100.00)%
53010 COPY MACHINE FEE	0.00	79.60	50.00	59.20%
53020 INTEREST INCOME	1,741.82	16,479.52	20,000.00	(17.60)%
53090 OTHER MISCELLANEOUS INCOME	232.21	1,015.73	2,500.00	(59.37)%
54020 PLANNER- APPLICATION PROCESSIN	0.00	6,538.00	6,000.00	8.97%
54050 BLDG. INSP-APPLICATION PROCESSI	1,335.00	6,741.15	10,000.00	(32.59)%
54100 ANIMAL LICENSE FEES	5.00	59.00	100.00	(41.00)%
54150 BUSINESS LICENSE TAX	65.00	8,284.75	8,400.00	(1.37)%
54300 ENCROACHMENT PERMIT FEES	0.00	250.00	200.00	25.00%
56400 RENT - VERIZON	1,795.02	17,618.82	21,118.00	(16.57)%
56500 RENT - HARBOR LEASE	0.00	5,000.00	5,125.00	(2.44)%
56550 RENT - PG& E	8,583.90	8,583.90	0.00	0.00%
56650 RENT - SUDDENLINK	0.00	3,367.09	3,920.00	(14.10)%
56700 RENT - TOWN HALL	303.00	5,459.00	10,000.00	(45.41)%
58100 CEMETERY PLOT SALES	200.00	200.00	0.00	0.00%
Total Revenue	<u>34,974.86</u>	<u>353,425.64</u>	<u>496,203.00</u>	<u>(28.77)%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
201 - GFAdmin
From 4/1/2013 Through 4/30/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense					
60000	INTERDEPARTMENTAL TRANSFER EXP	0.00	0.00	2,385.00	100.00%
60900	HONORARIUMS	100.00	2,200.00	3,000.00	26.67%
61000	EMPLOYEE GROSS WAGE	7,462.68	73,577.42	92,768.00	20.69%
61250	OVERTIME	0.00	0.00	500.00	100.00%
61470	FRINGE BENEFITS	46.16	484.68	0.00	0.00%
65100	DEFERRED RETIREMENT	284.80	2,875.01	3,657.00	21.38%
65200	MEDICAL INSURANCE AND EXPENSE	340.44	4,087.30	5,663.00	27.82%
65300	WORKMEN'S COMP INSURANCE	0.00	3,512.19	3,101.00	(13.26)%
65500	EMPLOYEE MILEAGE REIMBURSEMENT	71.47	460.47	1,200.00	61.63%
65600	PAYROLL TAX	595.69	5,880.43	7,377.00	20.29%
65800	Grant Payroll Allocation	0.00	(1,178.75)	0.00	0.00%
68090	CRIME BOND	0.00	525.00	525.00	0.00%
68200	INSURANCE - LIABILITY	0.00	9,400.30	9,919.00	5.23%
68300	PROPERTY & CASUALTY	0.00	3,705.00	4,466.00	17.04%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	8,552.85	20,000.00	57.24%
71130	ATTORNEY-LITIGATION	0.00	8,983.25	12,000.00	25.14%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	610.00	1,500.00	59.33%
71310	CITY PLANNER-ADMIN. TASKS	4,115.60	40,798.80	48,550.00	15.97%
71400	BLDG.INSPECTOR-MEETINGS	0.00	349.12	0.00	0.00%
71410	BLDG INSPECTOR-ADMIN TASKS	360.00	2,400.99	10,000.00	75.99%
71420	BLDG INSPECTOR-PERMIT PROCESS	0.00	280.00	0.00	0.00%
71510	ACCOUNTANT-ADMIN TASKS	1,460.64	12,697.57	11,050.00	(14.91)%
71620	AUDITOR-FINANCIAL REPORTS	1,300.00	13,585.00	13,585.00	0.00%
72000	CHAMBER OF COMMERCE	0.00	2,000.00	4,000.00	50.00%
75110	FINANCIAL ADVISOR/TECH SUPPORT	605.86	1,786.55	1,200.00	(48.88)%
75160	LIBRARY RENT & LOCAL CONTRIB.	0.00	1,000.00	0.00	0.00%
75170	RENT	650.00	6,500.00	8,190.00	20.63%
75180	UTILITIES	300.38	4,301.73	6,000.00	28.30%
75190	DUES & MEMBERSHIP	0.00	289.46	1,100.00	73.69%
75200	MUNICIPAL/UPDATE EXPENSE	25.00	4,738.55	6,827.25	30.59%
75220	OFFICE SUPPLIES & EXPENSE	398.18	3,145.65	5,500.00	42.81%
75240	BANK CHARGES	7.80	106.20	200.00	46.90%
75300	CONTRACTED SERVICES	1,544.00	1,800.00	4,500.00	60.00%
75990	MISCELLANEOUS EXPENSE	0.00	112.63	0.00	0.00%
76110	TELEPHONE	115.36	1,105.18	2,500.00	55.79%
76130	CABLE & INTERNET SERVICE	160.95	1,609.50	2,400.00	32.94%
76150	TRAVEL	0.00	1,277.34	1,500.00	14.84%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	2,120.30	5,000.00	57.59%
78190	MATERIALS, SUPPLIES & EQUIPMEN	388.38	4,116.59	6,200.00	33.60%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	375.00	0.00	0.00%
Total Expense		<u>20,333.39</u>	<u>230,171.31</u>	<u>306,363.25</u>	<u>24.87%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
301 - Police
From 4/1/2013 Through 4/30/2013

	<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Expense				
61000 EMPLOYEE GROSS WAGE	412.35	3,801.06	4,694.00	19.02%
65300 WORKMEN'S COMP INSURANCE	0.00	212.86	157.00	(35.58)%
65400 UNEMPLOYMENT COMPENSATION	0.00	1,065.44	0.00	0.00%
65600 PAYROLL TAX	31.54	290.75	359.00	19.01%
65800 Grant Payroll Allocation	0.00	(28.70)	0.00	0.00%
75170 RENT	650.00	6,500.00	8,190.00	20.63%
75180 UTILITIES	172.14	1,741.34	2,410.00	27.75%
75220 OFFICE SUPPLIES & EXPENSE	0.00	542.45	200.00	(171.22)%
75300 CONTRACTED SERVICES	0.00	37,058.75	85,372.00	56.59%
75350 ANIMAL CONTROL	113.00	1,130.00	1,796.00	37.08%
75380 INVESTIGATION	0.00	2.30	0.00	0.00%
76110 TELEPHONE	75.71	774.87	1,000.00	22.51%
Total Expense	<u>1,454.74</u>	<u>53,091.12</u>	<u>104,178.00</u>	<u>49.04%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
401 - Fire
From 4/1/2013 Through 4/30/2013

		<u>Current Month</u>	<u>Year to Date</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Expense				
60900	HONORARIUMS	150.00	1,500.00	1,800.00	16.67%
75180	UTILITIES	58.37	756.79	1,315.00	42.45%
75190	DUES & MEMBERSHIP	0.00	0.00	10.00	100.00%
75280	TRAINING / EDUCATION	0.00	100.00	0.00	0.00%
75300	CONTRACTED SERVICES	0.00	145.00	128.00	(13.28)%
76110	TELEPHONE	17.98	181.60	100.00	(81.60)%
76140	RADIO & DISPATCH	0.00	397.25	618.00	35.72%
78100	STREET MAINT/REPAIR/SANITATION	0.00	25.73	0.00	0.00%
78140	VEHICLE FUEL & OIL	20.52	260.88	400.00	34.78%
78150	VEHICLE REPAIRS	1,761.64	3,100.44	3,000.00	(3.35)%
78160	BUILDING REPAIRS & MAINTENANCE	299.20	299.20	700.00	57.26%
78190	MATERIALS, SUPPLIES & EQUIPMEN	71.46	1,067.88	2,500.00	57.28%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	161.54	750.00	78.46%
90000	Capital Reserves	0.00	0.00	10,000.00	100.00%
96200	TRANSFER OUT	10,000.00	10,000.00	0.00	0.00%
	Total Expense	<u>12,379.17</u>	<u>17,996.31</u>	<u>21,321.00</u>	<u>15.59%</u>

City of Trinidad
Statement of Revenues and Expenditures - GF Expense
501 - PW (Public Works)
From 4/1/2013 Through 4/30/2013

	Current Month	Year to Date	Total Budget - Original	% of Budget
Expense				
61000 EMPLOYEE GROSS WAGE	2,910.20	28,083.49	38,897.00	27.80%
61250 OVERTIME	0.00	0.00	1,500.00	100.00%
65100 DEFERRED RETIREMENT	290.96	2,794.45	3,943.00	29.13%
65200 MEDICAL INSURANCE AND EXPENSE	1,311.00	12,926.72	19,663.00	34.26%
65300 WORKMEN'S COMP INSURANCE	0.00	1,490.02	1,301.00	(14.53)%
65600 PAYROLL TAX	245.26	2,365.70	3,277.00	27.81%
65800 Grant Payroll Allocation	0.00	(723.73)	0.00	0.00%
71210 CITY ENGINEER-ADMIN. TASKS	0.00	6,125.00	4,800.00	(27.60)%
71250 CITY ENGINEER - PROJECT FEES	0.00	1,370.00	4,000.00	65.75%
71510 ACCOUNTANT-ADMIN TASKS	0.00	510.00	3,000.00	83.00%
75180 UTILITIES	0.00	495.84	0.00	0.00%
75300 CONTRACTED SERVICES	0.00	2,861.00	3,000.00	4.63%
75370 UNIFORMS/PERSONAL EQUIP.	0.00	90.66	0.00	0.00%
78100 STREET MAINT/REPAIR/SANITATION	0.00	2,214.50	5,000.00	55.71%
78120 STREET LIGHTING	362.11	3,355.72	5,000.00	32.89%
78130 TRAIL MAINTENANCE	35.23	720.01	1,000.00	28.00%
78140 VEHICLE FUEL & OIL	464.34	3,560.16	4,000.00	11.00%
78150 VEHICLE REPAIRS	304.58	1,812.61	2,500.00	27.50%
78180 OTHER REPAIR & MAINTENANCE	0.00	1.72	0.00	0.00%
78190 MATERIALS, SUPPLIES & EQUIPMEN	57.91	4,225.64	7,795.00	45.79%
78200 EQUIPMENT REPAIRS & MAINTENANC	0.00	357.01	0.00	0.00%
90000 Capital Reserves	0.00	0.00	10,000.00	100.00%
96200 TRANSFER OUT	10,000.00	10,000.00	0.00	0.00%
Total Expense	15,981.59	84,636.52	118,676.00	28.68%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
204 - IWM
From 4/1/2013 Through 4/30/2013

		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
46000	GRANT INCOME	0.00	0.00	5,000.00	(100.00)%
47600	BLUE BAG SALES	281.00	3,339.25	3,600.00	(7.24)%
47650	RECYCLING REVENUE	1,202.32	22,746.97	33,060.00	(31.19)%
	Total Revenue	<u>1,483.32</u>	<u>26,086.22</u>	<u>41,660.00</u>	<u>(37.38)%</u>
Expense					
61000	EMPLOYEE GROSS WAGE	426.32	4,102.99	5,762.00	28.79%
65100	DEFERRED RETIREMENT	51.14	492.16	691.00	28.78%
65200	MEDICAL INSURANCE AND EXPENSE	168.89	1,649.24	2,543.00	35.15%
65300	WORKMEN'S COMP INSURANCE	0.00	212.86	193.00	(10.29)%
65600	PAYROLL TAX	36.52	351.51	493.00	28.70%
65800	Grant Payroll Allocation	0.00	(109.17)	0.00	0.00%
75120	WASTE RECYCLING PICKUP/DISPOSA	0.00	11,477.43	18,000.00	36.24%
75130	GARBAGE	0.00	1,566.70	0.00	0.00%
75140	BLUE BAG PURCHASES	0.00	2,475.00	3,600.00	31.25%
78100	STREET MAINT/REPAIR/SANITATION	481.70	3,791.33	6,500.00	41.67%
78120	STREET LIGHTING	0.00	76.30	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	29.66	1,466.06	1,000.00	(46.61)%
78210	Advertising Outreach & Project	0.00	0.00	100.00	100.00%
	Total Expense	<u>1,194.23</u>	<u>27,552.41</u>	<u>38,882.00</u>	<u>29.14%</u>
	Net Income	<u>289.09</u>	<u>(1,466.19)</u>	<u>2,778.00</u>	<u>(152.78)%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 4/1/2013 Through 4/30/2013

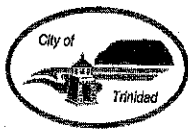
		Current Period Actual	Current Year Actual	Total Budget - Original	% of Budget
Revenue					
53020	INTEREST INCOME	0.00	0.00	9,000.00	(100.00)%
53090	OTHER MISCELLANEOUS INCOME	0.00	2,491.30	1,000.00	149.13%
57100	WATER SALES	22,493.63	231,669.81	265,700.00	(12.81)%
57300	NEW WATER HOOK UPS	0.00	2,000.00	4,500.00	(55.56)%
57500	WATER A/R PENALTIES	(6,173.96)	(3,467.39)	8,000.00	(143.34)%
	Total Revenue	16,319.67	232,693.72	288,200.00	(19.26)%
Expense					
61000	EMPLOYEE GROSS WAGE	6,680.22	64,967.43	89,127.00	27.11%
61250	OVERTIME	0.00	0.00	2,000.00	100.00%
65100	DEFERRED RETIREMENT	772.54	7,508.53	10,332.00	27.33%
65200	MEDICAL INSURANCE AND EXPENSE	2,854.95	28,301.71	41,993.00	32.60%
65300	WORKMEN'S COMP INSURANCE	0.00	3,405.76	2,980.00	(14.29)%
65600	PAYROLL TAX	570.32	5,546.16	7,609.00	27.11%
65800	Grant Payroll Allocation	0.00	(1,988.56)	0.00	0.00%
68090	CRIME BOND	0.00	175.00	0.00	0.00%
68200	INSURANCE - LIABILITY	0.00	5,061.70	5,341.00	5.23%
68300	PROPERTY & CASUALTY	0.00	1,995.00	2,405.00	17.05%
71110	ATTORNEY-ADMINISTRATIVE TASKS	0.00	0.00	500.00	100.00%
71210	CITY ENGINEER-ADMIN. TASKS	0.00	2,582.00	5,000.00	48.36%
71510	ACCOUNTANT-ADMIN TASKS	395.60	6,447.08	7,000.00	7.90%
71620	AUDITOR-FINANCIAL REPORTS	700.00	7,315.00	7,315.00	0.00%
72100	BAD DEBTS	0.00	373.19	200.00	(86.59)%
75110	FINANCIAL ADVISOR/TECH SUPPORT	45.00	45.00	0.00	0.00%
75180	UTILITIES	1,311.99	10,225.47	13,500.00	24.26%
75190	DUES & MEMBERSHIP	267.94	393.20	900.00	56.31%
75220	OFFICE SUPPLIES & EXPENSE	99.00	2,157.12	2,200.00	1.95%
75230	INTEREST EXPENSE	0.00	764.52	1,284.00	40.46%
75240	BANK CHARGES	10.00	60.00	100.00	40.00%
75280	TRAINING / EDUCATION	0.00	177.55	500.00	64.49%
75990	MISCELLANEOUS EXPENSE	0.00	0.00	250.00	100.00%
76110	TELEPHONE	88.01	916.91	900.00	(1.88)%
76130	CABLE & INTERNET SERVICE	49.00	441.00	620.00	28.87%
76160	LICENSES & FEES	0.00	2,358.61	2,475.00	4.70%
78100	STREET MAINT/REPAIR/SANITATION	0.00	22.45	0.00	0.00%
78140	VEHICLE FUEL & OIL	109.25	1,640.84	2,500.00	34.37%
78150	VEHICLE REPAIRS	0.00	990.82	2,000.00	50.46%
78160	BUILDING REPAIRS & MAINTENANCE	0.00	85.88	2,000.00	95.71%
78170	SECURITY SYSTEM	0.00	207.00	350.00	40.86%
78190	MATERIALS, SUPPLIES & EQUIPMEN	7.93	3,036.97	6,505.00	53.31%
78200	EQUIPMENT REPAIRS & MAINTENANC	0.00	694.61	1,000.00	30.54%
79100	WATER LAB FEES	110.00	1,810.00	4,500.00	59.78%
79120	WATER PLANT CHEMICALS	0.00	3,811.75	12,000.00	68.24%
79130	WATER LINE HOOK-UPS	0.00	0.00	4,000.00	100.00%
79150	WATER LINE REPAIR	15,218.36	17,366.81	30,000.00	42.11%
79160	WATER PLANT REPAIR	3,301.55	3,369.53	10,000.00	66.30%
90000	Capital Reserves	0.00	0.00	15,000.00	100.00%
96200	TRANSFER OUT	15,000.00	15,000.00	0.00	0.00%
	Total Expense	47,591.66	197,266.04	294,386.00	32.99%

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
601 - Water
From 4/1/2013 Through 4/30/2013

	<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
Net Income	<u>(31,271.99)</u>	<u>35,427.68</u>	<u>(6,186.00)</u>	<u>(672.71)%</u>

City of Trinidad
Statement of Revenues and Expenditures - Monthly Reports
701 - Cemetery
From 4/1/2013 Through 4/30/2013

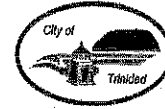
		<u>Current Period Actual</u>	<u>Current Year Actual</u>	<u>Total Budget - Original</u>	<u>% of Budget</u>
	Revenue				
53020	INTEREST INCOME	0.00	0.00	2,000.00	(100.00)%
58100	CEMETERY PLOT SALES	<u>2,160.00</u>	<u>11,635.00</u>	<u>6,000.00</u>	<u>93.92%</u>
	Total Revenue	<u>2,160.00</u>	<u>11,635.00</u>	<u>8,000.00</u>	<u>45.44%</u>
	Expense				
61000	EMPLOYEE GROSS WAGE	426.32	4,102.91	5,762.00	28.79%
65100	DEFERRED RETIREMENT	51.14	492.26	691.00	28.76%
65200	MEDICAL INSURANCE AND EXPENSE	168.90	1,649.18	2,543.00	35.15%
65300	WORKMEN'S COMP INSURANCE	0.00	212.86	193.00	(10.29)%
65600	PAYROLL TAX	36.52	351.46	493.00	28.71%
65800	Grant Payroll Allocation	0.00	(109.17)	0.00	0.00%
78190	MATERIALS, SUPPLIES & EQUIPMEN	<u>116.29</u>	<u>371.64</u>	<u>500.00</u>	<u>25.67%</u>
	Total Expense	<u>799.17</u>	<u>7,071.14</u>	<u>10,182.00</u>	<u>30.55%</u>
	Net Income	<u>1,360.83</u>	<u>4,563.86</u>	<u>(2,182.00)</u>	<u>(309.16)%</u>



CONSENT AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 10 PAGES

2. Staff Activities Report for May 2013.



STAFF ACTIVITIES REPORT

Through May 2013

City Administration:

1. Library. The lease with the Coastal Land Trust for the property has been executed and the Memorandum of Understanding (MOU) with the County of Humboldt has been executed by the City. We are now awaiting execution of the MOU by the County and issuance of an Occupancy Permit, after which the building can be occupied and open for business. The preliminary budget presented at this Council meeting provides for a City contribution of \$1,152 which is hoped to be supplemented by the Friends of the Trinidad Library to enable the facility to be open for a few additional hours each Thursday (currently the library is only open Tuesdays and Saturdays).

2. ASBS Compliance Monitoring. The City continues to seek relief from the State Water Resources Control Board with regard to the Board's requirement for the City of Trinidad's Area of Special Biological Significance monitoring, and as of this writing, is awaiting a response to a May 16, 2013 letter for relief to the State Water Resources Control Board Chairman Charles Hoppin (attached).

3. On-Site Waste Water Treatment (OWTS) Ordinance. The first mailing to property owners reminding them of the OWTS program and advising that inspections will be required within the next few months was sent out the week of February 18. The first round of mailers (approximately 50 properties) advising of the need for an inspection and application for an operating permit was put off due to our assigned Planner's teaching obligations. Now that the semester is over, the Planner can focus more time on this project. In addition to the notices, Streamline Planning will be submitting another Clean Beaches grant proposal to help pay for system inspections, repairs and upgrades, both inside and outside the City, similar to what was done under the last Clean Beaches grant program (2008-2011).

LAW ENFORCEMENT ISSUES

A community meeting to discuss law enforcement issues in the greater Trinidad area was held mid May, and from that meeting Sheriff Downey suggested the formation of a smaller, more workable group (as opposed to the large numbers of participants at the community meeting). The first of these follow up meetings was scheduled for Thursday, June 6.

Staff has recently learned that code violations at the trailer park are the responsibility and jurisdiction of the State Department of Housing and Community Development. City Staff is preparing a letter to the trailer park owner putting him/her on notice of the need for corrective action on a number of code issues, and if adequate progress is not made in a reasonable time period, the matter will be referred to the State requesting follow up/enforcement action. There has also been a referral to the County's Drug Task Force to investigate activity at the trailer park.

Deputy Scott Hicks is working to expand the summary information and present monthly statistics on Trinidad activity for Council review.

PLANNING ISSUES

1. General Plan. Progress was put on hold due to the Planner's teaching obligations, but with the semester now over, efforts can again be refocused on the General Plan. Letters offering formal consultation to develop a Cultural/Historic element been sent out to a few of the required Tribal entities, with the others soon to follow. The Planner will be drafting a proposed element using the County's adopted Plan as a template, and that will form the basis of consultations with the Tribal entities. In addition, the Planner has been working on reformatting and reorganizing the housing element, particularly the data, to make it more user friendly based on discussions with the Planning Commission.

2. Accessory Dwelling Unit (ADU)/Vacation Dwelling Unit (VDU) LCP Amendment. In an effort to speed up review by the Coastal Commission staff, a letter requesting the original application be split into two applications (ADU and VDU) was recently forwarded to the Coastal Commission (CC). CC staff had originally suggested they be combined so they could be processed as one "major" amendment, as each jurisdiction is only allowed three major amendments per year. The separation of the two applications is now requested in order that questions/issues on one application not hold up the other application. The Planner is preparing a response to a recent request for additional data and analysis related to the ADU's. It is assumed the VDU application is complete and formal processing will begin shortly.

3. Civic Club Lighthouse Project. This project was conditionally approved by the Trinidad Planning Commission on August 15, 2012 and was subsequently appealed to the City Council. The Council met on September 26 and denied the appeal. A timely appeal of this decision was thereafter submitted to the California Coastal Commission. Coastal Commission staff has been attempting to set up a meeting with concerned parties (Civic Club, Tsurai Ancestral Society and City), and as of this writing the meeting is set for Wednesday June 5 to attempt to arrive at a resolution for this project.

4. Tsunami Signs. This matter was heard by the Planning Commission at their meeting of May 29, 2013.

5. CDP Appeal Process: The Planner is working on preparing this application package for submittal to the Coastal Commission. This would allow the City to set fees by

Resolution and clean up some of the language and possible confusion relating to the filing of an appeal. The Planner is waiting on Coastal Commission staff regarding the language of the amendment and whether it would constitute a major or minor amendment the way it is worded. If it is determined to be a "major" amendment, then the City Council might consider revising the wording and resubmitting the amendment.

6. Grant Applications: At no initial cost to the City, the Streamline Planning is working on grant applications for updating the LCP to plan for and deal with climate change and sea level rise, which should help with the General Plan and Zoning Ordinance update. Planning is also working on a grant for invasive species management that will focus on the bluffs. This will include both a planning and implementation component and should help in implementing the Tsurai Management Plan. Input will be solicited at a Tsurai Management Team meeting scheduled for June 5, 2013.

Status of Grant Funded Programs

1. Project Name: Turbidity Monitoring (SCADA upgrade)

Source of Funding: CA State Proposition (\$113,628)

Status: This project has been completed and the City is awaiting final grant reimbursement. All equipment has been installed, and the final programming of the electronic components was completed in March. Final documents to close out the grant have been completed.

2. Project Name: Water Plant Improvement Project Planning

Source of Funding: Safe Drinking Water Revolving Fund (\$193,100)

Status: The design of the water plant improvements has been completed, final plans have been submitted, and the City is awaiting final grant reimbursement. Staff has completed the final documents to close out the planning grant.

3. Project Name: Water Treatment Plant Construction Project

Source of Funding: Proposition 50 (\$2.5 million)

Status: The funds have been approved (100% grant reimbursement) and the City is awaiting the funding agreement from the California Department of Public Health.

3. Project Name: Luffenholtz Creek Sediment Reduction

Source of Funding: California Department of Public Health (\$1,670,720)

Status: The Funding Agreement is now in place. The goal for this project is to improve the City's water supply through work on green Diamond property that includes a road re-

route, replacement of culverts and several bridges, and other treatments. The project went out to bid on May 17 and closed on May 31, with award anticipated at this Council meeting under a separate agenda item. Construction is anticipated summer of 2013.

4. Project Name: Trinidad Pier Reconstruction (ASBS Project)

Source of Funding: CA State Proposition 84 (\$2,500,000)

Status: The Trinidad Pier reconstruction is complete and the pier is open to the public. The post construction water quality monitoring has been completed. The mooring lease has been revised to include information about the ASBS and discharge prohibition. The remaining tasks for this grant are to complete the post-construction water quality monitoring analysis and report, the revised waterfront operations plan and ongoing water pollution prevention education.

5. Project Name: Storm Water Management Improvement

Source of Funding: CA State Proposition 84 (\$2,500,000)

Status: GHD is currently finalizing the groundwater model and completing the preliminary stormwater system designs for the upper and lower areas of town. As of this writing, these designs are anticipated to be presented to the City and other stakeholders during a public meeting on June 13.

6. Project Name: Trinidad to Humboldt Bay Coastal Watershed Program

Source of Funding: Department of Conservation Watershed Coordinator Grant (\$293,910)

Status: Watershed Coordinator activities organizing the March and May Trinidad Bay Watershed Council meetings, putting together the *Trinidad Bay Watershed News & Updates*, beginning development of a *State of the Trinidad Bay Report*, developing the guidance document for the new Phase II Stormwater Discharge Permit, facilitating correspondence with the Trinidad ASBS stakeholders and the State Water Board regarding ASbS monitoring, organizing a Watershed booth at the Fish Festival and participating in the California Coastal National Monument Trinidad Gateway group.

7. Project Name: Azalea & Pacific

Source of Funding: State Transportation Improvement (\$423,000)

Status: This project includes rehabilitation of Azalea Way and Pacific Street to bring the roads up to current standards, provide better emergency vehicle access and improvement of the road drainage. Additionally, the project includes the replacement of the existing water line that serves the area, relocation of several water meters and the addition of a new fire hydrant. The project was awarded to GR Sundberg Inc., and construction will

begin in June 2013. Under a separate agenda item, the Council is expected to give direction on the request for an additional street light in the project area.

Public Works Department

Certification: Two staff members have recently successfully passed water distribution certification exams (Paul Rosenblatt for certification level one, Ryan Desmet for certification level two).

Recent activities include:

- Replacement of four hydrants in town. This completes the replacement of all but two hydrants, one of those which will be scheduled once the Rancheria completes their water main extension project along Scenic Drive.
- Faulty water meters have been replaced or repaired. Previously inaccessible meters are now being read and applied towards water usage in an effort to account for true loss. For the first time in decades **EVERY SINGLE METER CAN NOW BE PROPERLY READ!**
- Most of the dead or distressed plants at Saunders Park have now been replaced.
- Creation of the 2012 consumer confidence report for the water system is underway.
- The City's Emergency Operations Plan is being updated.
- Cutting grass and trails vegetation management is a priority as the growing season is underway.
- Complete bid solicitation for refinishing Town Hall floor.

PRIORITIES FOR NEXT FEW MONTHS:

- Implement the adopted budget for FY 2013-14 and begin efforts to close out FY 2012-13.
- Follow up on remaining issues to enable new library to begin operations at new site.
- Finalize the update of the City personnel rules & regulations to clear up inconsistencies and incorporate council-approved changes.

- Prepare and submit grant application to PARSAC for disability access improvements.
- Oversee two grant close outs and final fund reconciliations
- Azalea & Pacific project under construction
- Continued involvement in multiple legal claims.
- Continued implementation of OWTS program
- Continue to work with law enforcement personnel on issues concerning the City.
- Preparation of solid waste ordinance to provide authority for control of solid waste generated within the City of Trinidad.
- Analysis of solid waste franchise options and development of proposed franchise agreement with recommendation for presentation to the Council.
- Gather information for Council staff report on cemetery operations.

CITY OF TRINIDAD

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-3876
Fax: (707) 677-3759

Karen Suiker, City Manager



May 16, 2013

Mr. Charles R. Hoppin, Chairman
State Water Resources Control Board
P. O. Box 100
Sacramento, CA 95812-0100

Re: City of Trinidad ASBS Monitoring

Dear Chairman Hoppin:

You may be aware of recent correspondence between the City of Trinidad and Mr. Dominic Gregorio concerning the State Water Board's requirements related to the City of Trinidad's ASBS monitoring program, and those letters are attached for your background. Please know that the City greatly values its working relationship with the Water Resources Control Board and appreciates the extension granted for its regional monitoring program to now commence in the 2013-14 storm season. However, even with this extension, the City is simply not in a financial position to fund this program without very severe budgetary consequences to its other programs. In discussing our situation with staff from other public entities, they are nothing short of astounded that such a funding demand is being imposed on such a small city with such limited resources, and it has been suggested that a letter to the governing board itself would be appropriate, and that is the basis for this correspondence. Mr. Gregorio's position is understandably to carry out the direction of your Board, and I want to be sure you fully understand the consequences of that direction on the City of Trinidad, with a population of 367, and revenue corresponding to that population.

As set forth in my letter of January 28, 2013 to Mr. Gregorio, the single consulting firm apparently qualified to do the monitoring work required by your Board has quoted a range of between \$27,000 and \$31,000 depending on data management options that are as of yet unresolved. The quoted monitoring costs are the city's share of the monitoring required of the Trinidad ASBS stakeholders, and assumes that the other two dischargers will contribute their share of the monitoring. I have been told by the CEO of the Trinidad Rancheria, however, that her entity is also not in any position to fund the required monitoring which further clouds the ability to share in costs.

I have recently completed a first draft of the city's proposed budget for FY 2013-14 that I intend to present to the Council later this month. The grand total of the City's general fund revenues for next fiscal year is estimated at \$509,730. This is the fund that supports law enforcement, animal control, fire services, accounting and audit services, city manager and city clerk functions, public works, planning, legal counsel, building inspection, street lighting, liability insurance, the storm water permit fees and more. The required monitoring represents between 5.2% and 6.08% of the **ENTIRE PROPOSED GENERAL FUND REVENUES**. I can't emphasize enough the financial magnitude of the monitoring requirement on the limited resources available to the City of Trinidad.

What is especially troubling is that this costly requirement duplicates much of two previous monitoring efforts, one of which took place as recently as 2011-12. Data results from both this monitoring and the 2006 monitoring did not indicate ocean plan water quality exceedences for the ASBS Special Protections constituents.

I understand that staff requires direction from the Board before deviating from previous directives, and given the impact to the financial integrity of the City of Trinidad's budget, I have no choice but to respectfully request your Board reconsider the requirement as it applies to the City of Trinidad, or, in the alternative, to assist in funding the monitoring work. I know Humboldt County and potentially other entities face a similar situation.

Thank you for your courtesy and cooperation and understanding of our limitations.

Very truly yours,

Karen B. Suiker
City Manager

Cc:

John Bishop, Chief Deputy Director
Jacque Hostler, CEO, Trinidad Rancheria
John Reiss, Director, HSU Marine Lab
Hank Seemann, Deputy Director Humboldt County Public Works
Ryan Sundberg, Chair, Humboldt County Board of Supervisors

Humboldt County Sheriff's Office

Trinidad Activity

April 2103

Agency Assist	2
Alarm	5
Assault	1
Attempted Warrant Service	1
Burglary	4
Follow Up Details	11
Found Property	1
Investigation	1
Patrol Checks (including foot patrol)	8
Pedestrian Checks	1
Public Intoxication	2
Suspicious Circumstances	5
Traffic Collision	1
Traffic Stop	1
Trespassing	1
Unwanted Subject	1
Vandalism	1
Welfare Check	2

Please note these numbers indicate the type of call dispatched and do not reflect what the disposition was. Suspicious Circumstance is simply a call indicating something seemed suspicious. These calls come in without any indication of any specific criminal activity.

Nine case reports were written in the month of April.

Humboldt County Sheriff's Office

Trinidad Activity

May 2103

Agency Assist (Cal Fire)	1
Alarm	2
Animal Control	2
Assault	2
Attempted Warrant Service	1
Burglary	3
Disturbance	4
Follow Up Details	20
Investigation	1
Patrol Checks (including foot patrol)	13
Pedestrian Checks	4
Petty Theft	1
Prowler	2
Public Assist	1
Public Intoxication	1
Suspicious Circumstances	2
Traffic	2
Unwanted Subject	3
Vehicle Investigation	2
Welfare Check	1
9-1-1 Hang Up	1

Please note these numbers indicate the type of call dispatched and do not reflect what the disposition was.

Eleven case reports were written in the month of May.

CONSENT AGENDA ITEM

Date: June 12, 2013

Item: Agreement for Accounting and Financial Services

Background: At the meeting of November 14, 2012, your Council authorized the City Manager to execute an Agreement for Accounting and Financial Services with Wendy Howard, a Certified Public Accountant and Accounting Supervisor with the City of Eureka. This was recommended to assist in year end closing, assist in reconciliation of grant funds and to initiate journal transactions to assure the city's financial reports agree with the annual audits. Unfortunately, due to staff vacancies in the City of Eureka's accounting department, Ms. Howard is overextended and has not been able to devote necessary attention to deal with Trinidad's finances as originally intended. Staff has recently secured agreement for a similar arrangement with Steven Edmiston, a Certified Public Accountant and Assistant Auditor-Controller with the County of Humboldt.

The agreement provides for a rate of \$45/hour, which is the same as was in place with Ms. Howard. Efforts on accounting for specific grants will be chargeable to the respective grant. It is estimated the work will average from 5 – 10 hours per month, with additional hours required during the annual audit.

Proposed Action:

1. Terminate the Agreement for Consulting Services Between the City of Trinidad and Wendy Howard; and
2. Authorize the City Manager to execute the Agreement for Consulting Services between the City of Trinidad and Steven Edmiston.

Attachment: Agreement for Consulting Services Between the City of Trinidad and Steven Edmiston

**AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF TRINIDAD AND STEVEN EDMISTON**

THIS AGREEMENT is made and entered into this ____ day of _____, 2013 by and between the City of Trinidad, a general law municipal corporation located in the County of Humboldt, State of California (hereinafter "City"), and Steven Edmiston, an individual (hereinafter "Consultant").

1. **Agreed Facts.** This Agreement is made with respect to the following facts:

(a) City has a need for consulting services in the areas of accounting and financial services.

(b) Consultant has the ability and is willing to provide the services as needed by City in accordance with the terms of this Agreement.

2. **Retainer.** City hereby retains Consultant to perform accounting and financial services for City pursuant to this Agreement from and after the effective date of this Agreement, on the terms and conditions contained herein, until this Agreement is terminated as hereinafter provided.

3. **Independent Contractor.** In performing services under this Agreement, Consultant shall act as an independent contractor and shall have control over his work and the manner in which it is performed. He shall be free to contract for similar services to be performed for others while under contract with the City. Consultant is not to be considered an agent or employee of the City, and is not entitled to any employee benefits. Consultant shall furnish, at his expense, all tools, equipment, services, labor and materials necessary to complete all requirements of this Agreement.

4. **Termination.** Either party may terminate this Agreement with or without cause by giving at least thirty (30) days prior written notice of termination to the other party. Within a reasonable time after such termination, Consultant shall be paid all amounts due on the effective date of termination. Upon termination, all finished and unfinished documents, data, studies and reports prepared by Consultant under this Agreement, shall, at the option of City, become City's property.

5. **Duties.** Consultant shall perform such accounting and financial services as requested by the City Manager of City. Obligations and duties shall be similar to, and may include, but are not limited to:

- Assist staff and provide direction to account clerk in properly recording financial transactions
- Advise and implement internal systems to safeguard City's assets
- Assist with providing the City Manager and City Council financial reports so that management can make informed decisions

- Develop or assist in preparing special studies such as grant applications, capital asset expenditures, cash management and other similar activities
- Assist in year end closing, including preparation of documents, analyses and exhibits to allow an expedient closure to annual audit process
- Clear unusual entries with account clerk; inform and discuss with City Manager any unusual issues
- Prepare reconciliation of trust and/or grant funds when requested
- Respond to requests from staff for assistance in coding or otherwise dealing with unusual transactions
- Together with the City Manager review the draft annual audit report and meet with auditors to discuss and resolve any issues
- When requested, participate in the draft Management Discussion and Analysis to be included in the audit report

6. Compensation and Reimbursement for Expenses.

(a) City will pay Consultant \$45.00 per hour for all consulting services of whatever nature performed by Consultant.

(b) City will reimburse Consultant for all costs advanced on City's behalf, including long-distance telephone calls, copying charges, postal expenses, and other reasonable and necessary expenses.

(c) City will reimburse Consultant's ordinary and necessary travel expenses between the City of Trinidad and the Consultant's home in Westhaven at the then applicable IRS mileage rate.

(d) Consultant will not count as time spent in providing consulting services for City, and City will not pay Consultant for, time spent in traveling to and from City's office.

7. Billing. Consultant shall submit a bill to City for all services and reimbursement covered by this Agreement within ten (10) days of the end of each calendar month. Such bill shall become due and payable upon receipt.

8. Other Clients. Consultant may maintain an active consulting and/or accounting practice or any other job, occupation, or profession, but Consultant shall not represent clients in accounting or consulting matters if representation of City would pose a conflict of interest for Consultant.

9. Insurance and Indemnity.

(a) Indemnity. To the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless, City and any and all of its boards (including the Council, boards, commissions, committees and task forces), officials, employees and agents from and against any and all losses, liabilities, damages, costs and expenses,

including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or sub-consultants or any entity or individual for which Consultant shall bear legal liability in the performance of professional services under this Agreement.

(b) Insurance.

Auto: Consultant shall maintain during the term of this Agreement a policy of vehicle liability insurance covering bodily injury and property damages in the minimum of \$100,000.00 per claim and \$300,000.00 annual aggregate as to all vehicles used to provide services hereunder. Certificate shall contain a statement that the policy will not be cancelled except after thirty (30) days prior written notice to City.

10. Services not Covered. It is expressly understood and agreed that Consultant shall have no general responsibility for overseeing City operations or for consulting services in connection with any manner that Consultant is not specifically required to undertake. It is also understood and agreed that City may obtain consulting services from time to time from other consultants concerning special matters.

11. Contract Terms to be Exclusive. This written Agreement contains the sole and entire agreement between the parties. It supersedes any and all other agreements between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Agreement or representation inducing the execution and delivery hereof, except such representations as are specifically set forth herein, and each party acknowledges that it has relied on its own judgment entering into this Agreement.

12. Waiver or Modification Ineffective Unless in Writing. No waiver or modification of this Agreement or of any covenant, condition, or limitation herein contained shall be valid unless in writing and duly executed by the party to be charged therewith.

13. Contract Governed by Law of the State of California. This Agreement and performance hereunder and all suits and special proceedings hereunder shall be construed in accordance with the laws of the State of California. In any action, special proceeding, or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the State of California shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which the action or special proceeding may be instituted.

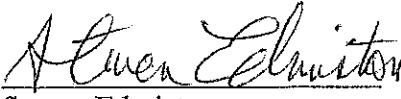
14. Term of this Agreement. The term of this Agreement shall commence upon execution, and end December 31, 2015, unless sooner terminated by either party pursuant to Paragraph 4 of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the day and year first above written.

City of Trinidad
Post Office Box 390
Trinidad, California 95570

By _____
Karen Suiker, City Manager

Steven Edmiston
683 Kahlstrom Avenue
Trinidad, California 95570


Steven Edmiston

AGREEMENT FOR CONSULTING SERVICES BETWEEN THE CITY OF TRINIDAD AND STEVEN EDMISTON

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including attorneys' fees and costs to the extent same are caused in whole or in part by any negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or sub-consultants or any entity or individual for which Consultant shall bear legal liability in the performance of professional services under this Agreement.

(b) Insurance.

Auto: Consultant shall maintain during the term of this Agreement a policy of vehicle liability insurance covering bodily injury and property damages in the minimum of \$100,000.00 per claim and \$300,000.00 annual aggregate as to all vehicles used to provide services hereunder. Certificate shall contain a statement that the policy will not be cancelled except after thirty (30) days prior written notice to City.

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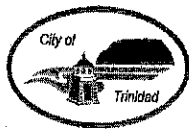
IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the day and year first above written.

City of Trinidad
Post Office Box 390
Trinidad, California 95570

Steven Edmiston
683 Kahlstrom Avenue
Trinidad, California 95570

By _____
Karen Suiker, City Manager


Steven Edmiston



CONSENT AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 11 PAGES

4. Luffenholtz Creek Source Water Protection Construction Project Award

CONSENT AGENDA ITEM

Date: June 12, 2013

Item:

Award Luffenholtz Creek SWP Project Contract to McCollough Construction Inc.

Authorize City Manager to Sign Contract for Services With GHD Inc. for Construction Management Phase Services for the Luffenholtz Creek SWP Project.

Background:

In December of 2012, the city council authorized the City Manager to sign a Proposition 50 Funding Agreement for the Luffenholtz Creek Sediment Reduction Project. On April 10, 2013, the funding agreement was executed by the California Department of Public Health (CDPH).

The Bid opening for the City of Trinidad's Luffenholtz Creek Source Water Protection (SWP) Project, was held at GHD's office on Friday May 31, 2013. The City received two bids from qualified local contractors, Ford Logging, Inc. and McCullough Construction Inc. McCullough Construction Inc. from Arcata was the low bidder with a bid of \$1,154,140. The Proposition 50 Funding budget for the construction project is \$1,201,050, which leaves a working construction contingency of \$46,910.

It is recommended that the City award the Bid to McCullough Construction Inc., the lowest responsible and responsive bidder. GHD has reviewed their license and bonding information and it appears to be current and up to date. McCullough Construction is also licensed under the California Forest Practice Act Rules as a licensed Timber Operator another requirement of the project. Lastly, McCullough is experienced working with the specialized road maintenance permits held by GDRC and has been specifically trained on their Aquatic Habitat Conservation Plan.

It is also recommended the Council authorize the City Manager to sign the construction contract and issue the notice to proceed once all contract documents from the Contractor have been reviewed, approved, and signed.

A contract for services is attached for GHD Inc. The scope of services is for GHD to oversee the management of the construction project includes documenting preconstruction conditions, conducting the preconstruction conference, coordinating weekly progress meetings, addressing contractor questions raised during construction, conducting on-site project construction observation, documenting daily progress, reviewing progress pay requests, preparing change orders, and other services as needed during construction. Construction phase services are extremely important to the overall success of the project. The total time and materials contract is \$192,500, and the cost is covered by the California Department of Public Health Proposition 50 grant. The contract for GHD is for \$192,500. The cost for these contracts will be reimbursed by the Prop 50 Source Water Protection funding from CDPH.

Staff Recommendation:

1) Award the Bid to McCullough Construction Inc., sign the construction contract and issue the notice to proceed once all contract documents have been reviewed, approved, and signed.

2) Authorize City Manager to sign the contract for services with GHD Inc. for the construction period services.

Attachments:

- GHD letter re: Luffenholtz Creek SWP Project Bid Award Recommendation & Bid Tabulation
- Agreement Between the City of Trinidad and GHD For Construction Phase Services for the Luffenholtz Creek Source Water Protection Project

**Agreement Between
The City of Trinidad and GHD
For
Construction Phase Services for
For the Luffenholtz Creek Source Water Protection Project**

This agreement is between the City of Trinidad and GHD Inc. (GHD) to complete the construction phase services for the Luffenholtz Creek Source Water Protection Project. This agreement is based on a prime agreement between the City of Trinidad and GHD dated May 20, 2008 and any subsequent amendments to this prime agreement. All provisions of the prime agreement apply to this agreement unless noted otherwise in this agreement.

INTRODUCTION

The intent of this scope of services is to provide the construction phase services for the City of Trinidad's Luffenholtz Creek Source Water Protection Project. The Project includes treating 32 sites within the Luffenholtz Creek watershed to reduce high sediment loads entering the creek, above the City of Trinidad's water intake. The project was developed as part of the Trinidad Integrated Coastal Watershed Management Plan. The project will replace undersized and damaged culverts, pave, gravel, or mulch eroding road surfaces, install additional road drainage structures, reduce inboard ditch lengths, re-route existing roads and decommission replaced sections of road, and redirect road drainage to infiltration areas. This project is being funded through the California Department of Public Health Proposition 50 Grant Program.

Construction Phase Services include construction management consisting of documenting preconstruction conditions, conducting the preconstruction conference, coordinating weekly progress meetings, addressing contractor questions raised during construction, conducting on-site project construction observation, documenting daily progress, reviewing progress pay requests, preparing change orders, and other services as needed during construction. Construction phase services are extremely important to the overall success of the project.

Construction phase services will be led by a team with GHD as the City's primary contact and construction manager supported by Redwood Community Action Agency (RCAA) and Madrone Enterprises (ME). Both RCAA and ME will be sub-consultants to GHD. They both facilitated the original project concept and have been involved with the development and design of the project, have direct construction experience on similar projects, and will oversee much of the on-site observation under the direction of GHD. The following sections describe the tasks that the GHD team will accomplish for the Luffenholtz Creek Source Water Protection Project Construction Phase Services.

SCOPE OF SERVICES

This scope of services is defined by the following tasks.

TASK 1: ON-SITE CONSTRUCTION OBSERVATION

Task 1.1 Field Observation

GHD will provide on-site representation to observe the work and complete daily construction progress reports. These reports will be prepared each day and signed. The on-site representative will record the General Contractor's work observed on the job-site, which could include some of all of the following items: subcontractors on site; the weather conditions; hours worked; work orders, change orders issued; materials delivered to the site; labor working by trade; equipment working; a description of the work in progress and work completed; tests or samples taken during the day; visitor on-sites; and summarize issues raised by the Contractor as to contract interpretation; issues of non-compliance or non-conformance (to be supported by an additional Non-conformance Report). A copy of the daily report forms will be maintained and made available to the City upon request.

In addition to completing daily construction progress report, the on-site representative will:

- Document extra work occurring during any day, and prepare an additional form "Daily Extra Work Report" to be signed by the Contractor's Representative and our on-site representative.
- Photograph project work as deemed necessary and index by date, including pre-construction photographs.
- Verify compliance with erosion and sediment control requirements for the project.
- Coordinate with Green Diamond Resource Company representatives.
- Maintain a set of plans at the job site with mark ups depicting changes.
- Collect and maintain all material tags and testing tags/reports as required for contract compliance.
- Review traffic control and monitor Contractor daily activities.

Task 1.2 Non-compliance Reporting

To the extent that non-conformance or non-compliance is identified during the daily observation efforts, the Contractor will be notified verbally and in writing with the same notification provided to the City. If corrective action can be identified as a result of evaluating the construction documents, our onsite representative will communicate the corrective action required.

Task 1.3 Materials Testing/Compliance

At the beginning of construction implementation, GHD will identify from the construction documents, material test requirements and create a preliminary schedule for likely testing based on the contractor's schedule. GHD will contract directly with a local firm capable of performing the required tests.

Material tags and testing tags/reports will be collected and maintained as required for compliance with the contract requirements, and certificates of compliance will be reviewed.

Recommendations will be prepared for rejection or deductions for materials not meeting the project requirements.

TASK 2: MEETINGS

Task 2.1 Pre-Construction Meeting/ Review of Contractor Documents

The purpose of the pre-construction meeting is to introduce members of the project team and review key work items and schedule. As a part of this effort, GHD will prepare and distribute the agenda, meeting minutes and a task list to those in attendance. The meeting will include the following:

- Project Team member introductions and review of communication protocols between City Staff, on-site representatives, Contractors, Superintendents, Subcontractors, and CDPH.
- Establishment of the basic criteria for job-site responsibilities, communication links, etc.
- Summarize work and expectations of City including contract requirements and coordination required for the completion of the work including, roles and responsibilities, schedule of work, submittals, work hours, notifications, safety, coordination with utilities, materials testing, etc. as well as labor compliance.
- Initial items of construction will be reviewed with construction personnel at this meeting.

Upon completion of the pre-construction meeting and prior to site work, GHD will complete the following with the contractor:

- Review Contractor's initial construction schedule for completeness, adherence to project requirements and ease of monitoring progress.
- Review project schedule with Contractor.
- Review cost breakdowns requested for lump sum items to verify they are balanced and to establish the basis for payment calculation for those items.

Task 2.2 Progress Meetings

Weekly Progress Meeting are a basic requirement for a successful construction project. At these meetings, GHD will discuss the Contractor's progress in relationship to his schedule for the purpose of identifying issues that can create delays in completion. Work progress during the past week and projections for ensuing month will be reviewed. Material delivery problems or delays will be identified as well as corrective actions taken by Contractor. GHD will prepare weekly meeting agendas and minutes.

TASK 3: CONSTRUCTION MANAGEMENT

Task 3.1 Pay Estimate Preparation and Approval

GHD will review each monthly Contractor's Payment Request; evaluate the completeness of work performed to the date of the request on the basis of unit cost or percentage of lump sum bid estimates; evaluate the materials on hand and whether to recommend approval of the payment request or set forth changes to be made to the request prior to approval. Prior to the approval of the pay request, an updated project schedule will be required. We will coordinate the formatting of the payment requests to consistency with grant reporting requirements. A monthly pay request packet will be prepared for City Council review and approval.

Task 3.2 Submittal Review

GHD will receive submittals from the contractor for shop drawings, samples, colors, and substitutions per the project specifications. GHD will turn around review of submittals within time allotment provided in the project specifications.

Task 3.3: Requests for Information

GHD will respond to requests for information (RFI), as needed based on Contractor's submitted questions.

Task 3.4: Contract Change Orders

GHD will prepare contract change orders as needed for the project where changes in materials, methods, or quantities, needs to be addressed.

Task 3.5 Logging of Correspondence, and Other Pertinent Data

Our construction management staff will maintain a system, for logging correspondence, communications, and submittals directed to our staff, minutes of meetings, and copies of reports, and other pertinent data or items. These files will be maintained by GHD and made available to the City upon request.

GHD will maintain control logs for submittals, requests for information (clarifications) and cost proposals. These logs will be continually updated (as events require) and monitored as a part of our weekly meetings with the Contractor. Information to be transmitted will be sent by either e-mail, fax, or hand delivered.

Task 3.6 Coordinate Labor Compliance Monitoring

GHD will coordinate with the Department of Industrial Relations (DIR) Compliance Monitoring Unit (CMU) to log the project into their system and respond to project questions. There is a fee for the DIR/ CMU compliance monitoring which is included in the City's budget under the grant, and this fee is not included in this scope of service.

TASK 4: PROJECT CLOSEOUT**Task 4.1 Final Inspections/Preparation of Punchlists**

GHD will facilitate the final inspection of the project sites, and develop a deficiency punchlist for each major design item. GHS will then provide the final inspection to determine compliance with the punchlists.

Task 4.2 Final Documentation

Under this task, GHD will prepare final project closeout documents including the following:

- Final project summary letter
- Log of representative photos
- Approved submittals
- Inspection and observation reports
- All materials testing and inspection records and final reports
- Meeting records

Task 4.3 Preparation of Notice of Completion

The Notice of Completion will be prepared, signed by the City Engineer, and filed with the County with the approval of the City once punchlist items are addressed.

Task 4.4 Preparation of Record Drawings

Our onsite representatives will measure and note changes that they visually observe between planned and actual field treatments. This information will be used in combination with the Contractor's as-built drawings to prepare the final record drawings. The City and Department of Public Health will be provided one copy of the record drawings along with an electronic copy in PDF format.

Project Management

Project Management is an important part of the overall project and involves coordination with City staff, Green Diamond Resources Company, the contractor, and others to assure that the components of the project move forward smoothly. Project Management tasks are included in the other tasks described above and a separate budget for this effort is not included.

NOT INCLUDED IN THIS SCOPE OF SERVICES

This scope of services is limited to the tasks defined above. Other work is required to complete the project that is not included in this scope of services. Items not included in this scope of services include the following:

- Permitting
- Funding assistance
- Funding or financial management
- Project modifications or redesign after completion of 100% plans
- Other items not specifically included in this scope of services

COST AND SCHEDULE SUMMARY

The project will be billed on a time and materials basis for a total fee not to exceed \$192,500 for the task allocations shown in the table below. GHD reserves the right to move funds between phases as needed for the project. Invoices will be prepared monthly based on the percentage of services performed. Invoices are due and payable by the City within 30 days of receiving compensation from CDPH. It is anticipated that the Project will start by July 9, 2013 and be completed in the summer or fall of 2014, depending on the contractor's schedule, with the total working days of construction being 123.

Task Number	Budget
Task 1	\$102,500
Task 2	\$31,500
Task 3	\$39,200
Task 4	\$19,300
TOTAL	\$192,500

Construction Management Services include many components that are outside the control of GHD. We will manage the project to stay within the grant budget, including the weekly progress meeting to check in on schedule and work items. We have estimated 24 weeks to complete the work over two construction seasons. However, some issues may come up that we cannot control which may result in the need for additional effort. If additional effort beyond what is outlined in the Tasks above is required, those services shall be completed on a time and materials basis using the fee schedule in effect at the time the work is performed. Additional services will not be performed without prior written authorization from the City. The appropriate level of effort will be expended to accomplish the tasks necessary to move the City's source water protection project forward. We will keep the City informed on the progress of the work and any changes in scope, status of the budget, and schedule.

AGREED

City of Trinidad

GHD Inc.

Karen Suiker, City Manager, Date

Steven Allen, Office Manager, Date

Trinidad Accounting Tracking Number



June 3, 2013

Karen Suiker
City Manager
City of Trinidad
409 Trinity Street
Trinidad CA 95570

RE: Luffenholtz Creek SWP Project Bid Award Recommendation

Dear Karen,

This letter presents the results and recommendations from the Bid opening for the City of Trinidad's Luffenholtz Creek Source Water Protection (SWP) Project, which was held at GHD's office on Friday May 31, 2013. The SWP Project is being grant funded by the California Department of Public Health (CDPH) through a Proposition 50 grant. The Project includes treating 32 sites within the Luffenholtz Creek watershed on Green Diamond Resource Company (GDRC) Land to reduce high sediment loads entering the creek, above the City of Trinidad's water intake. The project was developed as part of the Trinidad Integrated Coastal Watershed Management Plan. The project will replace undersized and damaged culverts, pave, gravel, or mulch eroding road surfaces, install additional road drainage structures, reduce inboard ditch lengths, re-route existing roads and decommission replaced sections of road, and redirect road drainage to infiltration areas.

The City received two bids from qualified local contractors. A bid tabulation summarizing the bid results is included as an Attachment to this memo. Both bids were within 12% of the grant budget allocation for the project. The Proposition 50 Funding budget for the construction project is \$1,201,050. McCullough Construction Inc. from Arcata was the low bidder with a bid of \$1,154,140. McCullough has completed work on GDRC property previously and is familiar with the site and standard procedures. The bid includes all of the work to be performed throughout the watershed as described above.

In addition to the construction contract, there are several other budgeted components to the Trinidad Luffenholtz Creek Source Water Protection Project. The City previously contracted with GHD for the design and bid period services, as well as grant management services. On the council agenda for June is a contract to cover construction management services. The City also has a separate budget allowance for City staff costs and Labor Compliance monitoring fees. The table below shows the anticipated project budget. The budget shows grant eligible costs including previously completed pre-construction tasks, the construction project contract amount, budget allocation for GHD construction management services, and City Staff Construction Support Services.

Project Budget Categories	Total Budget	% Complete	Remaining Budget
City Staff Costs	\$ 20,000	32%	\$ 13,583
Labor Compliance Fees	\$ 5,670	0%	\$ 5,670
Planning/ Survey/ Design/ Bid Period Services	\$ 251,500	93%	\$ 233,895
Construction Management	\$ 192,500	0%	\$ 192,500
Construction	\$ 1,154,140	0%	\$ 1,154,140
Contingency	\$ 46,910	0%	\$ 46,910
TOTAL	\$ 1,670,720		\$ 1,646,698



We recommend that the City award the Bid to McCullough Construction Inc., the lowest responsible and responsive bidder, at the regularly scheduled council meeting on June 12, 2013. We have reviewed their license and bonding information and it appears to be current and up to date. McCullough Construction is also licensed under the California Forest Practice Act Rules as a licensed Timber Operator another requirement of the project. Lastly, McCullough is experienced working with the specialized road maintenance permits held by GDRC and have been specifically trained on their Aquatic Habitat Conservation Plan.

We also recommend the Council authorize the City Manager to sign the construction contract and issue the notice to proceed once all contract documents from the Contractor have been reviewed, approved, and signed.

If council adopts a motion to award the construction contract to McCullough Construction, Inc, on June 12th, the Notice of Award will be delivered to McCullough Construction, Inc on June 13th. McCullough Construction, Inc will have 15 calendar days to execute the Agreement and submit the required performance and payment bonds and insurance to the City. The Notice to Proceed is then planned to be issued in early July. It is estimated that the work will take 25 weeks between 2013 and 2014. No work will occur between October 15, 2013 and May 14, 2014 which is a requirement of the GDRC permits. Once the contract is awarded GHD will work with the contractor to finalize a schedule.

We look forward to working with City staff to complete another successful construction project for the benefit of the citizens of Trinidad. If you have any questions regarding this project, please feel free to contact me at (707) 443-8326.

Regards
GHD Inc

A handwritten signature in cursive script, reading "Rebecca Crow", is positioned above the printed name.

Rebecca
Crow
707-443-8326

c: Steve Allen, GHD

[illegible][illegible]



DISCUSSION AGENDA ITEM 1

SUPPORTING DOCUMENTATION FOLLOWS WITH: 13 PAGES

1. Discussion/Decision to approve Resolution 2013-05; Adopting FY 2013-2014 Budget.

DISCUSSION/ACTION AGENDA ITEM

Date: June 12, 2013

Item: Public Hearing to adopt the FY 2013-14 Budget

Background: The proposed FY 2013-14 City of Trinidad budget is herewith submitted to the Council for adoption. A public study session that included a power point presentation of the draft budget was held on May 22, 2013. At that meeting your Council gave direction to increase the distribution of Transient Occupancy Tax (TOT) revenue to reflect 12% of the prior year receipts, and the final budget presentation has been modified accordingly. Key points related to the final budget presentation include:

Overall Budget Highlights

- Funding for 2% across the board salary adjustments plus a six month 2.5% promotional progression in accordance with the procedures set forth in the Employee Policies Manual (total equivalent annual increase of 2% for employees at the top step in their classification and 3.25% for employees not currently at the top step in their classification).
- Medical insurance was initially estimated at a 15% increase, but actual costs are now known to be only 3.9%. No overall changes were made, however, due to the anticipated increase in number of dependents on the city's policy.

General Fund Revenues

- Status quo most revenue sources with slight increases.
- Sales tax is highest revenue source (¾% sales tax add-on generates about \$105,000).
- Reflects transfer-in of \$30,000 gas taxes and transportation development act funds to offset street light expenses and pro-rated salaries of public works employees working on road-related activities (fund balance as of 6/30/2012 \$45,493).

General Fund Administration

This budget unit funds pro-rated employee salaries, liability, property and casualty insurance, contracted planner, building official, attorney, financial contractor, bookkeeper, auditor, lease of city annex and new library, utility costs, distribution of transient occupancy taxes (TOT), office supplies

- Planner activities budgeted as follows

General Plan

\$ 15,000

ADU/VDU	1,000
Planning Commission	4,800
Permits (offset by revenue)	5,000
City generated projects	5,000
OWTS	1,800
Miscellaneous, general planning	<u>6,000</u>
	38,600

- Attorney costs are estimated at \$30,320, which includes \$8,000 toward defense of litigation(s)
- Storm water permit \$2,006
- Distributes 12% of prior year TOT receipts (Chamber 60%, Museum 30%, Library 10%)
- Replacement of city manager computer (\$1,500)

General Fund Law Enforcement

- Contract for law enforcement services \$190,933 (\$100,000 funded COPS, although this might be an ambitious expectation based on current data)
- Animal control services \$1,900

General Fund Fire

- \$10,000 transfer to fire capital reserve (added to balance of \$40,700)

General Fund Public Works

Budget includes pro-rated staffing costs, town hall, annex and library supplies, street paint, signs, trail and park maintenance.

- New ASBS Monitoring Contract \$10,900 (does not include data analysis)
- Tree trimming \$3,000
- Town hall repair and maintenance \$5,000
- Provides for no transfer to capital reserve (compared to \$10,000 current year)

General Fund Revenue: \$539,730

General Fund Expenditures:

Administration	\$294,937	
Police	107,271	
Fire	21,245	
Public Works	<u>127,450</u>	
		\$550,903

Difference (from fund balance) \$ 11,173

The General Fund financial position improved by over \$75,000 last fiscal year due to a number of one time revenues (asset seizure funds, sale of surplus equipment and lawsuit settlement). Fund balance at end of last year was \$1,035,692. Goal is right around \$1

million for cash flow purposes, especially given the City's heavy reliance on grants which are usually retroactively reimbursed.

Integrated Waste Management

Budget includes pro-rated staffing costs, recycling revenue, blue bag sales and disposal costs. The budget is based on recycling center operations; to be revised when recycling center dismantled, as new data becomes available.

Revenue:	\$ 38,000
Expenditures:	\$ 46,841
Difference (from fund balance)	\$ 8,841

The Integrated Waste Management fund declined by about \$9,760 last year to a year end balance of \$44,590. With the addition of voluntary curbside recycling and the dismantling of the recycling bins, the costs should stabilize, but will transfer pro-rated staffing to water/general funds.

Cemetery

Budget includes pro-rated staffing costs, plot sales and fencing repair/replacement

Revenues:	\$ 7,200
Expenditures:	\$ 11,162
Difference (from reserve)	\$ 3,962

Fund balance declined by \$7,578 prior fiscal year but the fund still has a substantial unrestricted asset balance of \$144,900. There may be a need to consider increase in plot sale amount or consider contribution from General Fund in the future. Current year plot sales are exceeding budget expectations (\$9,475 through March compared to \$6,000 budgeted) and fund balance is expected to increase by year end.

Water Fund

- \$15,000 set aside/reserve for capital
- Davis Grunsky loan fully paid
- Final year of water bond payment (\$11,096)

Revenue:	\$ 301,500
Expenditures:	\$282,719

Difference (add to fund balance) \$ 18,781

Fund balance declined by \$5,300 prior year but did not have a full year of water rate increases. Net unrestricted assets at end of year \$641,745. Goal is around \$750,000.

Proposed Action:

- 1.. Receive and consider the final budget presentation;
2. Direct any other changes as may be desired; and
3. Consider approval of Resolution 2013-05 adopting the FY 2013-14 Annual Budget.

Attachments:

Proposed budget detail

Proposed Resolution 2013-05 adopting the FY 2013-14 annual budget

CITY OF TRINIDAD
FY 2013-14 PROPOSED BUDGET

General Fund Revenue

		FY 2011-12 Actual	FY 2012-13 Budget	Actual Through 2/28/2013	FY 2013-14 Proposed Budget
201	REVENUES				
41010	Property Taxes - Secured	\$ 78,844	\$ 72,200	\$ 41,145	\$ 79,125
41020	Property Tax - Unsecured	\$ 3,083	\$ 3,025	\$ 2,789	\$ 3,025
41040	Property Tax - Prior Unsecured	\$ 89	\$ 60	\$ 88	\$ 80
41050	Proerty Tax - Current suppl	\$ 623	\$ 220	\$ (14)	\$ 100
41060	Property Tax - prior Supplemental	\$ 197	\$ 200	\$ 95	\$ 200
41071	Motor Vehicles Fines	\$ 1,383	\$ 1,000	\$ 750	\$ 1,170
41072	Booking Fees	\$ 270	\$ -	\$ -	\$ -
41100	Prop Tax + Interest	\$ 39	\$ -	\$ -	\$ -
41110	Property Tax Exemption	\$ 1,280	\$ 640	\$ 643	\$ 1,300
41130	Public Safety 1/2% sales tax	\$ 1,761	\$ 1,660	\$ 907	\$ 1,420
41140	Documentary Real Property Tax	\$ 2,284	\$ 2,000	\$ 529	\$ 1,000
41190	Property Tax Administration	\$ (3,601)	\$ (3,675)	\$ (1,136)	\$ (2,317)
41200	LAFCO	\$ (585)	\$ (600)	\$ (362)	\$ (742)
41210	In Lieu Sales & Use Tax	\$ 23,618	\$ 23,620	\$ 13,452	\$ 27,442
41220	In Lieu VLF	\$ 26,515	\$ 26,520	\$ 13,706	\$ 27,960
42000	Sales Taxes	\$ 236,319	\$ 190,000	\$ 85,259	\$ 190,000
43000	Transient Occupancy Tax	\$ 96,002	\$ 87,500	\$ 68,423	\$ 93,000
47310	Vehicle License Collection	\$ 371	\$ 200	\$ -	\$ -
49080	Motor Vehicle License Fee Gap	\$ 704	\$ 720	\$ -	\$ -
49990	Other Grants	\$ -	\$ 3,500	\$ -	\$ -
53010	Copy Machine Fees	\$ 36	\$ 50	\$ 78	\$ 50
53020	Interest Received	\$ 16,087	\$ 20,000	\$ 12,931	\$ 15,500
53030	Donations	\$ 50	\$ -	\$ -	\$ -
53090	Other Miscellaneous Income	\$ 55,971	\$ 2,500	\$ 794	\$ 1,000
54020	Planner Application Processing	\$ 8,020	\$ 6,000	\$ 5,788	\$ 5,000
54040	Engineer Application Processing	\$ -	\$ -	\$ -	\$ -
54050	Building Inspector Application Processing	\$ 44,218	\$ 10,000	\$ 4,629	\$ 7,000
54100	Animal License	\$ 85	\$ 100	\$ 54	\$ 100
54130	Farmers Market Business License	\$ 30	\$ -	\$ -	\$ -
54150	Business License	\$ 8,901	\$ 8,400	\$ 8,144	\$ 9,500
54300	Encroachment Permits	\$ 400	\$ 200	\$ 200	\$ 400
56150	Franchise Fees	\$ 15,946	\$ -	\$ -	\$ -
56400	Rental Income - Verizon	\$ 20,487	\$ 21,118	\$ 14,029	\$ 21,300
56500	Rental Income - Harbor	\$ 10,000	\$ 5,125	\$ -	\$ 5,125
46600	Rental Income - Tennis Court	\$ 70	\$ -	\$ -	\$ -
56550	Rental Income - PG&E	\$ 8,411		\$ -	\$ 8,500
56650	Rental Income - Suddenlink	\$ 4,014	\$ 3,920	\$ 3,367	\$ 4,492
56700	Rental Income - Town Hall	\$ 9,970	\$ 10,000	\$ 4,886	\$ 9,000
56800	Rental Income - Misc	\$ -	\$ -	\$ -	\$ -
59999	Interdepartmental Transfer		\$ -	\$ -	\$ 30,000
	TOTAL REVENUES	\$ 671,892	\$ 496,203	\$ 281,174	\$ 539,730

CITY OF TRINIDAD

FY2013-14 PROPOSED BUDGET**General Fund Admin 201 -Expenditures**

		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
201	EXPENDITURES				
60000	Interdepartmental Transfers	\$ -	\$2,385	\$ -	
60900	Honorariums	\$ 3,000	\$3,000	\$ 1,900	\$ 3,000
61000	Employee Wages	\$ 74,145	\$92,768	\$ 58,794	\$ 97,303
61250	Overtime	\$ -	\$500	\$ -	\$ 500
61470	Fringe Benefits	\$ 594	\$0	\$ 392	\$ -
65100	Deferred Retirement	\$ 4,046	\$3,657	\$ 2,305	\$ 3,776
65200	Medical Insurance & Expense	\$ 4,213	\$5,663	\$ 3,406	\$ 5,779
65300	Worker's Comensation	\$ 4,486	\$3,101	\$ 3,512	\$ 3,211
65400	Unemployment Compensation	\$ -		\$ -	
65500	Employee Mileage Reimbursement	\$ 656	\$1,200	\$ 384	\$ 1,000
65600	Payroll Tax	\$ 5,952	\$7,377	\$ 4,700	\$ 7,733
65800	Grant Payroll Allocation	\$ -	\$0	\$ (1,004)	\$ 2,600
68090	Crime Bond	\$ 700	\$525	\$ 525	\$ 455
68200	General Liability Insurance	\$ 5,211	\$9,919	\$ 9,400	\$ 9,675
68300	Property & Casualty Insurance	\$ 3,748	\$4,466	\$ 3,705	\$ 4,080
71100	Attorney - Meetings	\$ 646	\$0		\$ -
71110	Attorney - Administrative Tasks	\$ 6,489	\$20,000	\$ 7,942	\$ 22,320
71130	Attorney - Litigation	\$ 8,955	\$5,000	\$ 3,993	\$ 8,000
71160	Accounting	\$ 472	\$0	\$ -	
71210	City Engineer - Administration	\$ 2,236	\$1,500	\$ 398	\$ 1,500
71220	City Engineer - Application Processing	\$ 66	\$0		\$ -
71300	City Planner - Meetings	\$ 4,355	\$0		\$ -
71310	City Planner - Administration	\$ 16,655	\$39,600	\$ 36,968	\$ 38,600
71320	City Planner - Application Processing	\$ 12,440	\$0		
71330	City Planner - Enforcement	\$ 202	\$0		
71340	City Planner - Projects	\$ 13,158	\$0		
71400	Building Inspector - Application Processing	\$ 7,082	\$0		
71410	Building Inspector -Admin Tasks	\$ 5	\$10,000	\$ 2,397	\$ 7,000
71420	Building Inspector - Permit Process	\$ 14,508	\$0		\$ -
71430	Building Inspector - Enforcement	\$ 90	\$0		\$ -
71510	Accountant - Admin Tasks	\$ 12,143	\$11,050	\$ 10,287	\$ 15,600
71620	Auditor - Financial Reports	\$ 11,067	\$13,585	\$ 12,285	\$ 13,585
72000	Chamber of Commerce	\$ 5,500	\$4,000	\$ 2,000	\$ 11,520
72100	Bad Debts	\$ 110			\$ -
75110	Financial Advisor/Tech Support	\$ 1,149	\$1,200	\$ 1,131	\$ 1,000
75160	Library & Local Contributions	\$ -	\$0	\$ 1,000	\$ 500
75170	Rent	\$ 7,800	\$8,190	\$ 5,200	\$ 8,190
75180	Utilities	\$ 4,099	\$6,000	\$ 2,821	\$ 6,500
75190	Dues & Memberships	\$ 357	\$1,100	\$ 289	\$ 500
75200	Municipal Expense	\$ 8,871	\$6,827	\$ 4,714	\$ 3,500
75220	Office Supplies & Expense	\$ 5,524	\$5,500	\$ 2,542	\$ 5,500
75240	Bank Charges	\$ 129	\$200	\$ 75	\$ 200
75300	Contracted Services	\$ 600	\$4,500	\$ -	\$ 5,000
75990	Miscellaneous Expense	\$ -	\$0	\$ 88	\$ 100
76110	Telephone & Communications	\$ 1,706	\$2,500	\$ 885	\$ 1,550
76130	Cable and Internet Services	\$ 1,931	\$2,400	\$ 1,288	\$ 2,160
76150	Travel	\$ -	\$1,500	\$ 1,277	\$ 1,500
78160	Building Repairs & Maintenance	\$ 4,884	\$5,000	\$ 1,971	\$ -
78190	Materials, Supplies & Equipment	\$ 1,940	\$6,200	\$ 3,688	\$ 1,500
96000	Trasfers In/Out	\$ 27,771	\$0	\$ -	\$ -
	TOTAL EXPENSES	\$ 289,691	\$ 290,413	\$ 191,258	\$ 294,937

CITY OF TRINIDAD

PROPOSED FY2013-14 BUDGET**General Fund Department 301 - Police Department**

		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
301	EXPENDITURES				
61000	Employee Wages	\$ 20,058	\$ 4,694	\$ 2,999	\$ 4,847
65200	Medical Insurance & Expense	\$ (75)		\$ -	
65300	Workmen's Comp Insurance	\$ 603	\$ 157	\$ 213	\$ 160
65400	Unemployment Compensation	\$ 1,700	\$ -	\$ 1,065	\$ -
65600	Payroll Tax	\$ 1,469	\$ 359	\$ 229	\$ 371
65800	Grant Payroll Allotment			\$ (29)	\$ -
71620	Auditor	\$ 846			\$ -
75170	Rent	\$ 7,800	\$ 8,190	\$ 5,200	\$ 8,580
75180	Utilities	\$ 2,123	\$ 2,410	\$ 1,383	\$ 2,140
75190	Dues & Memberships	\$ 122			\$ -
75220	Office Supplies & Expense	\$ 101	\$ 200	\$ 542	\$ 300
75300	Contracted Services	\$ 64,052	\$ 85,372	\$ -	\$ 87,933
75350	Animal Control	\$ 1,356	\$ 1,796	\$ 904	\$ 1,900
75380	Investigation			\$ 2	\$ -
75990	Miscellaneous Expense	\$ 45			\$ -
76110	Telephone & Communications	\$ 952	\$ 1,000	\$ 623	\$ 1,040
78150	Vehicle Repairs	\$ 882			\$ -
78160	Building Repairs & Maintenance	\$ 39			\$ -
78190	Materials, Supplies & Equipment	\$ 51			\$ -
78210	Advertising	\$ 62			\$ -
93100	Transfer In	\$ 1,332			\$ -
	TOTAL EXPENSES	\$ 103,518	\$ 104,178	\$ 13,131	\$ 107,271

PROPOSED FY 2013-14 BUDGET
General Fund Dept. 401 - Fire Department

[illegible]

CITY OF TRINIDAD

PROPOSED FY2013-14 BUDGET**General Fund 501 Public Works**

		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
501	EXPENDITURES				
61000	Employee Gross Wages	\$ 41,120	38,897	\$ 22,274	\$ 40,752
61250	Employee Overtime	\$ 188	1,500		\$ 500
65100	Deferred Retirement	\$ 3,701	3,943	\$ 2,213	\$ 4,271
65200	Medical Insurance & Benefits	\$ 17,363	19,663	\$ 10,300	\$ 23,141
65300	Workmen's Comp Insurance	\$ 1,847	1,301	\$ 1,490	\$ 1,389
65600	Payroll Tax	\$ 3,313	3,277	\$ 1,876	\$ 3,547
65800	Grant Payroll Allocation			\$ (668)	\$ -
68200	General Liability Insurance	\$ 474			
71210	City Engineer -Admin	\$ 4,078	4,800	\$ 6,125	\$ 4,800
71250	City Engineer - Project Fees	\$ 4,596	4,000		\$ 4,000
71510	Accountant - Admin Tasks	\$ -	3,000	\$ 510	\$ -
75180	Utilities	\$ 36		\$ 496	
75300	Contracted Services - Tree Trimming		3,000	\$ 2,861	\$ 13,900
75370	Uniforms/personal equipment	\$ 82		\$ 91	\$ 450
78100	Street Maintenance & Repair	\$ 44,238	5,000	\$ 2,215	\$ 5,000
78120	Street Lighting - Operations	\$ 3,828	5,000	\$ 2,632	\$ 4,500
78130	Trail & Park Maintenance	\$ 738	1,000	\$ 685	\$ 2,500
78140	Vehicle Fuel & Oil	\$ 4,356	4,000	\$ 2,694	\$ 4,700
78150	Vehicle Repairs	\$ 2,489	2,500	\$ 1,481	\$ 2,500
78160	Building Repairs & maintenance	\$ 265			\$ 5,000
78180	Other Repair & Maintenance	\$ -		\$ 2	
78190	Materials, Supplies & Equipment	\$ 4,953	7,795	\$ 3,846	\$ 6,500
78200	Equipment Repairs & Maintenance	\$ 506		\$ 357	
90000	Transfer to Reserve		10,000		\$ -
	TOTAL EXPENSES	\$ 138,171	118,676	\$ 61,480	\$ 127,450

CITY OF TRINIDAD

PROPOSED FY2013-14 BUDGET**Special Revenue Fund - Integrated Waste Management****Fund 204**

		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
	6/30/2012 fund balance = \$34,816				
204	REVENUES				
46000	Grant Income	\$ 10,000	\$ 5,000	\$ -	\$ 5,000
47600	Blue Bag Sales	\$ 3,271	\$ 3,600	\$ 2,727	\$ 4,000
47650	Recycling Revenue	\$ 30,593	\$ 33,060	\$ 20,390	\$ 29,000
	TOTAL REVENUES	\$ 43,864	\$ 41,660	\$ 23,117	\$ 38,000
204	EXPENDITURES				
61000	Employee Gross Wages and Overtime	\$ 13,325	\$ 5,762	\$ 3,250	\$ 8,680
61250	Overtime	\$ 58		\$ -	\$ -
65100	Deferred Retirement	\$ 1,569	\$ 691	\$ 390	\$ 1,075
65200	Medical Insurance	\$ 4,942	\$ 2,543	\$ 1,311	\$ 5,084
65300	Workman's Compensation	\$ 592	\$ 193	\$ 213	\$ 296
65600	Payroll Tax	\$ 1,143	\$ 493	\$ 278	\$ 767
65800	Grant Payroll Allocation			\$ (98)	\$ -
75120	Waste Recycling Pickup/Disposal	\$ 16,800	\$ 18,000	\$ 5,957	\$ 18,375
75130	Garbage	\$ 557	\$ -	\$ 1,567	\$ -
75140	Blue Bag Purchases	\$ 3,975	\$ 3,600	\$ 2,475	\$ 4,000
78100	Sanitation	\$ 5,259	\$ 6,500	\$ 2,768	\$ 6,764
78190	Materials, Supplies & Equipment	\$ 399	\$ 1,000	\$ 1,512	\$ 1,800
78210	Advertising Outreach	\$ 303	\$ 100	\$ -	\$ -
85000	Capital Outlay	\$ 4,719	\$ -	\$ -	\$ -
	TOTAL EXPENSES	\$ 53,641	\$ 38,882	\$ 19,623	\$ 46,841

CITY OF TRINIDAD					
PROPOSED FY2013-14 BUDGET					
Enterprise Fund - Water					
Fund 601					
		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
601	REVENUES				
53020	Interest Received	\$ 5,035	\$ 9,000	\$ -	\$ 4,500
53090	Other Miscellaneous Income	\$ 2,066	\$ 1,000	\$ 2,401	\$ 2,000
57100	Water Sales	\$ 242,772	\$ 265,700	\$ 188,186	\$ 289,000
57300	New Water Hookups	\$ -	\$ 4,500	\$ 2,000	\$ 3,000
57500	Penalties	\$ 10,215	\$ 8,000	\$ 1,673	\$ 3,000
	TOTAL REVENUES	\$ 260,088	\$ 288,200	\$ 194,260	\$ 301,500
601	EXPENSES				
27100	Davis Grunsky Note P & E	\$ 15,550	\$ -	\$ -	\$ -
27200	Drinking Water Bond Note - P& E	\$ 9,845	\$ 9,743	\$ -	\$ 11,096
61000	Employee Wages	\$ 85,869	\$ 89,127	\$ 51,612	\$ 81,844
61250	Employee Overtime	\$ 272	\$ 2,000	\$ -	\$ 2,000
65100	Deferred Retirement	\$ 9,252	\$ 10,332	\$ 5,963	\$ 9,516
65200	Medical Insurance & Expense	\$ 33,786	\$ 41,993	\$ 22,582	\$ 40,582
65300	Workmen's Compensation	\$ 3,877	\$ 2,980	\$ 3,406	\$ 2,751
65600	Payroll Tax	\$ 7,195	\$ 7,609	\$ 4,406	\$ 7,105
65800	Grant Payroll Allocation			\$ (1,721)	\$ -
68090	Crime Bond			\$ 175	\$ -
68200	General Liability Insurance	\$ 3,790	\$ 5,341	\$ 5,062	\$ 5,210
68300	Property & Casualty Insurance	\$ 2,498	\$ 2,405	\$ 1,995	\$ 2,195
71110	City Attorney - Administrative Tasks	\$ 350	\$ 500	\$ -	\$ 500
71160	Accounting	\$ 254		\$ -	\$ -
71210	City Engineer - Admin Tasks	\$ 38,620	\$ 5,000	\$ 2,582	\$ 4,000
71230	Engineer special projects	\$ 14,786	\$ -	\$ -	\$ -
71510	Accountant	\$ 6,539	\$ 7,000	\$ 5,540	\$ 8,400
71620	Auditor	\$ 8,987	\$ 7,315	\$ 6,615	\$ 7,315
72100	Bad Debts	\$ 81	\$ 200	\$ 373	\$ 500
75180	Utilities	\$ 12,097	\$ 13,500	\$ 8,244	\$ 13,000
75190	Dues & Memberships	\$ 1,021	\$ 900	\$ 375	\$ 700
75220	Office Supplies & Expense	\$ 2,788	\$ 2,200	\$ 1,784	\$ 3,200
75230	Interest Expense	\$ 1,363	\$ 1,284	\$ 436	\$ -
75240	Bank Charges	\$ 30	\$ 100	\$ 40	\$ 100
75280	Training/Education	\$ 315	\$ 500	\$ 178	\$ 500
75990	Miscellaneous Expense	\$ 52	\$ 250	\$ -	\$ 250
76110	Telephone	\$ 936	\$ 900	\$ 752	\$ 1,160
76130	Cable & Internet Service	\$ 588	\$ 620	\$ 343	\$ 620
76160	Licenses & Fees	\$ 2,245	\$ 2,475	\$ 2,359	\$ 2,475
78140	Vehicle Fuel and Oil	\$ 1,896	\$ 2,500	\$ 1,411	\$ 2,500
78150	Vehicle Repairs	\$ 1,408	\$ 2,000	\$ 991	\$ 2,000
78160	Building Repairs and Maintenance	\$ 433	\$ 2,000	\$ 86	\$ 1,200
78170	Security System	\$ 1,136	\$ 350	\$ 207	\$ 500
78190	Materials, Supplies and Equipment	\$ 5,760	\$ 6,505	\$ 2,947	\$ 6,000
78200	Equipment Repairs & Maintenance	\$ 513	\$ 1,000	\$ 695	\$ 1,000
79100	Water Lab Fees	\$ 2,455	\$ 4,500	\$ 1,640	\$ 4,500
79120	Water Plant Chemical	\$ 7,532	\$ 12,000	\$ 3,571	\$ 12,000
79130	Water Line Hook-Ups	\$ -	\$ 4,000	\$ -	\$ 3,000
79150	Water Line Repair and Maintenance	\$ 1,181	\$ 30,000	\$ 1,086	\$ 20,000
79160	Water Plant and Equipment Repair	\$ 5,945	\$ 10,000	\$ 68	\$ 10,000
90000	Capital Reserves		\$ 15,000		\$ 15,000
	TOTAL EXPENSES	\$ 291,245	\$ 304,129	\$ 135,803	\$ 282,719

CITY OF TRINIDAD

PROPOSED FY2013 BUDGET**Enterprise Fund - Cemetery****Fund 701**

		FY 2011-12 Actual	FY 2012-13 Budget	Actual Thru 2/28/2013	FY 2013-14 Proposed Budget
701	REVENUES				
53020	Interest Income	\$ 1,270	\$ 2,000	\$ -	\$ 1,200
58100	Cemetery Plot Sales	\$ 9,732	\$ 6,000	\$ 4,970	\$ 6,000
58150	Cemeterey Plot Refunds	\$ (2,820)		\$ -	
	TOTAL REVENUES	\$ 8,182	\$ 8,000	\$ 4,970	\$ 7,200
701	EXPENDITURES				
61000	Employee Gross Wages and Overtime	\$ 8,968	\$ 5,762	\$ 3,250	\$ 5,520
61250	Overtime	\$ 58	\$ -	\$ -	\$ -
65100	Deferred Retirement	\$ 1,014	\$ 691	\$ 391	\$ 683
65200	Medical Insurance & Expense	\$ 4,180	\$ 2,543	\$ 1,311	\$ 2,744
65300	Workmen's Comp Insurance	\$ 430	\$ 193	\$ 213	\$ 228
65600	Payroll Tax	\$ 748	\$ 493	\$ 278	\$ 487
65800	Grant Payroll Allocation			\$ (98)	
78190	Materials, Supplies & Equipment	\$ 89	\$ 500	\$ 255	\$ 1,500
	TOTAL EXPENSES	\$ 15,487	\$ 10,182	\$ 5,600	\$ 11,162

TRINIDAD CITY HALL

P.O. Box 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Julie Fulkerson, Mayor
Gabriel Adams, City Clerk



RESOLUTION 2013-05

ADOPTING THE FY 2014 BUDGET FOR THE CITY OF TRINIDAD

WHEREAS, the City of Trinidad is required to prepare and adopt a balanced budget every year by July 1st for the following Fiscal Year; and

WHEREAS, the City Staff has prepared a Draft Budget for FY2014; and

WHEREAS, a presentation to the City Council at a Public Workshop Meeting to present the Draft Budget was conducted in Trinidad on May 22, 2013 for the purpose of receiving public responses; and

WHEREAS, a Proposed Budget, which takes into consideration public comments, has been completed and is ready for City Council for consideration and adoption.

NOW, THEREFORE LET IT BE RESOLVED that the Trinidad City Council does hereby adopt the proposed FY2014 Budget; and

NOW, THEREFORE BE IT FURTHER RESOLVED that the Trinidad City Council does hereby instruct its staff to return to the Council periodically during the year with proposed budget amendments which may become necessary to address changing financial conditions.

PASSED AND ADOPTED BY THE TRINIDAD CITY COUNCIL of Humboldt County of the State of California this 12th day of June, 2013.

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Trinidad City Council by the following vote:

Ayes:

Noes:

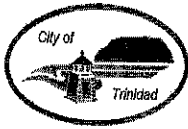
Absent:

Abstain:

Attest:

Gabriel Adams
Trinidad City Clerk

Julie Fulkerson
Mayor



DISCUSSION AGENDA ITEM 2

SUPPORTING DOCUMENTATION FOLLOWS WITH: 1 PAGES

2. Discussion/Decision regarding consideration of Streetlight at Azalea & Pacific Streets.

DISCUSSION/ACTION AGENDA

Date: June 12, 2013

Item: Consideration of Streetlight in the area of Azalea Way and Pacific Street

Background: At the request of some of the residents in the area of Azalea Way and Pacific Street, the City Council authorized staff to evaluate the possibility of installing a streetlight in conjunction with the road and drainage rehabilitation project to be completed this year. The Council directed staff to consider a low voltage and low height to have as minimal visual impact as possible.

In working with PG&E, the best potential location would be at the northeast corner of Azalea Way and Pacific Street. A lower pole (14) feet and lower wattage (70w) could be incorporated into a proposed project. For comparison purposes, the newer street lights along Trinity are 18 feet high with 150w bulbs. Other than the possible reduced height of the pole, it would be the same design as the newer streetlights.

In order to determine whether there was support to incorporate a new streetlight, a letter was sent to nine addresses requesting input. From the nine addresses potentially impacted, five homeowner households plus one tenant responded opposing the streetlight, one responded neutral, and one responded in favor of the streetlight (5 + 1 no, 1 neutral, 1 yes). There was no response from one household.

Based on the stated preferences of the majority of the potentially impacted homeowners, it is recommended that the Council discontinue further consideration of a streetlight in that area.

Proposed Action:

Direct staff to discontinue efforts toward addition of a new streetlight in the area of Azalea Way and Pacific Street.



DISCUSSION AGENDA ITEM 3

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

3. Discussion/Decision regarding Ordinance 2013-02; Prohibiting Skateboarding in Saunders Park.

DISCUSSION AGENDA ITEM

Date: June 12, 2013

Item:

Consider Adoption of an Ordinance Pertaining to Skateboarding in the City of Trinidad

Background:

Law enforcement continues to have problems with a handful of skateboarders using Saunders Park as a skate park, and staff has received a number of citizen complaints about this problem. The area is posted "no skateboarding", and Deputy Hicks has repeatedly educated park users and encouraged compliance, however there are a few who continue to blatantly and repeatedly ignore these efforts at discouraging skateboarding. There is presently no ordinance or municipal code to enforce or give "teeth" to our law enforcement personnel, and the repeat offenders are well aware of the lack of an enforceable regulation. To address the ongoing complaints, revision of the current Ordinance to prohibit skateboarding in the Trinidad Center (the area consisting of the Library, Museum and Park) is proposed for Council consideration. The proposed ordinance will, however, allow for the issuance of special permits for skateboarding in the park and surrounding area such as is done in concert with Trinidad Art Nights. These events are well-supervised and the sponsor has appropriate insurance to minimize liability on the part of the city. Continuation of these permitted events is recommended.

Proposed Action:

Adopt Ordinance No. 2013-02 Pertaining to the use of Skateboards and Similar Devices in the City of Trinidad.

TRINIDAD CITY HALL
P.O. BOX 390
409 Trinity Street
Trinidad, CA 95570
(707) 677-0223

Julie Fulkerson, Mayor
Gabriel Adams, City Clerk



ORDINANCE NO. 2013-02

AN ORDINANCE OF THE CITY OF TRINIDAD PERTAINING TO THE USE OF SKATEBOARDS AND SIMILAR DEVICES IN THE CITY OF TRINIDAD

WHEREAS, be it ordained by the Trinidad City Council as follows:

Section 10.12.010 of the Trinidad Municipal Code is amended to read as follows:

10.12.010 Prohibitions

(a) It shall be unlawful for any person to skate or use or ride any skateboard or similar device upon Edwards Street between the lighthouse and the beach, upon Main Street, upon Trinity Street and along the city-owned sidewalks and ramps in the vicinity of the Lighthouse Memorial.

(b) Unless advanced written authorization is obtained for a special events permit, it shall be unlawful for any person to skate or use or ride any skateboard or similar device in, or around the vicinity of the Trinidad Center, an area encompassing Saunders Park, Trinidad Library, Trinidad Museum and associated sidewalks and parking areas.

10.12.020 Violation – Penalty

Any person violating the provisions of this chapter shall be guilty of an infraction, and shall be punished for a first conviction by a fine not exceeding \$50.00; a fine not exceeding \$100 for a second violation of the same chapter within one year; a fine not exceeding \$250 for each additional violations of the same chapter within one year.

PASSED AND ADOPTED by the City Council of the City of Trinidad, State of California, on Wednesday, June 12, 2013, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

First Reading: Wednesday, June 12, 2013

Second Reading:

Attest:

Gabriel Adams
Trinidad City Clerk

Julie Fulkerson
Mayor



DISCUSSION AGENDA ITEM 4

SUPPORTING DOCUMENTATION FOLLOWS WITH: 3 PAGES

4. Discussion/Decision regarding Policy Concerning Street Light Banners in City limits.

DISCUSSION/ACTION AGENDA ITEM

Date: June 12, 2013

Item: Policy Concerning Street-Light Banners in City Limits

Background: At the meeting of April 10, 2013, your Council took action to consider a banner placement policy, which is intended to facilitate the Planning Commission review by establishing guidelines on time limits, dimensions, content limitations, cost responsibility and purpose of banner placements. Councilmembers West and Miller developed a proposed policy and application format which are herewith submitted for consideration by the full Council.

The permit fee deposit is proposed at \$200, which is intended to offset Planner review and submittal to the Planning Commission. If the application is complete and in keeping with the policy limitations, this cost estimate should suffice, and possibly entitle an applicant to a partial refund. If an application is incomplete or potentially controversial or outside the scope of an adopted policy, additional costs might apply. The applicant would additionally be responsible for costs beyond normal staff time for rental of equipment necessary to install banners. The current cost estimate to rent a lift is about \$215.

Proposed Action: Consider and adopt a Light-Pole Banner Application and Policy

Attachments:

Application for Placement of Light-Pole Banner

Policy Concerning Street-Light Banners in City Limits

Policy Concerning Street-Light Banners in City Limits

Banner Size and Type:

All street-light banners will be of a consistent size to make it easier to take down and replace. The size of the banner will be 22" X 48" (finished), including 1" sleeves on the top and bottom to allow for mounting. The banner must be constructed of waterproof material such as vinyl, plastic or canvas and must include slits or holes for wind proofing.

Eligible Banners:

There are two categories of banners that will be eligible within Trinidad:

Category #1 - Trinidad-Centered Events and Activities: Banners showcasing Trinidad-centered events and activities may be displayed up to three weeks before an event. Each banner will be delivered to the City at least two weeks before the banner is to be put into place. The City will install and take down each banner. Event organizers should pick up their banner(s) within one week following the event.

Category #2 - Trinidad's Cultural Heritage: Banners showcasing Trinidad's cultural heritage will be donated to the City and will have no time limit for display. The City will place these banners at its discretion.

Cost:

Banners from either category will be donated to the City and will be placed at no cost to the donor. Each new banner design shall go through an application process to be screened for acceptable design with a deposit of \$200.00. If the fee is excessive, the excess will be refunded to the applicant. If further review is necessary, the applicant will be billed for the additional cost. If the banners are found acceptable, they will be installed by the City of Trinidad for the cost of a lift, if necessary, which will be charged to the applicant.

Non-Eligible Design:

No banner will be placed that advocates a political, religious or discriminatory point-of-view.
No banner may advertise any regular meeting or activity announcements or classes/lessons/clinics.
No banner may be used to advertise for a business.

Application Process:

Applicants must pick up an application from and return to the city clerk two weeks before an event. All applications must include the name, date, a description of the event and confirmation that the event is non-profit. The design of the banner must also be included. The city clerk will check the application to see if it meets the criteria noted in this policy. The application and banner or mock-up banner will be forwarded to the Planning Commission for review. If the banner is found acceptable by the commission, it will be installed by the City of Trinidad.

City Responsibility:

The City of Trinidad is responsible for the location and display of all banners. Banners may be subject to removal at the discretion of the City, with removal charges billed to the applicant.

Application for Placement of a Light-Pole Banner

_____ EVENT OR ORGANIZATION NAME	_____ DATE OF EVENT
_____ NAME OF REPRESENTATIVE	_____ PHONE
FROM _____ TO _____ DATES BANNER(S) SHOULD BE IN PLACE	_____ NUMBER OF BANNERS

- ☐ I have read and understand the banner policy.
- ☐ I understand there is a three-week maximum time period for the duration of the banner placement.
- ☐ The banner will be delivered to the City office at least 15 days prior to the Planning Commission meeting that is held the third Wednesday of each month.
- ☐ I understand the City has the right to place the banner at any location based on weather conditions, availability of staff, or requests from other organizations at the same time.
- ☐ The City has the right to remove the banner at any time.

_____ SIGNATURE OF REPRESENTATIVE	_____ DATE
--------------------------------------	---------------

TO BE FILLED OUT BY THE CITY CLERK:

_____ RECEIVED BY	_____ DATE RECEIVED
----------------------	------------------------

- ☐ The banner fits all the criteria in the City banner policy.
- ☐ A banner from this organization has been submitted in the past.
- ☐ The banner is the correct dimensions.
- ☐ There is no questionable artwork or written material on the banner.
- ☐ There is no objectionable material on the banner.

- ☐ This application and banner needs to be forwarded to the City Manager/Planning Commission.
- ☐ Upon receiving the banner(s), the City of Trinidad will hang the banner at the appropriate time. The City retains the right to place the banner(s), but the applicant may pick a preferred location.

- Preferred Location(s):
1. Entrance to the City (near Salty's)
 2. On Main Street in front of the library/museum sidewalk entrance.
 3. On Main Street in front of Sea Around Us.
 4. On the corner of Main and Trinity.
 5. In front of Trinidad Elementary School.
 6. In front of the Fire Department.
 7. On the corner of Trinity and West.



DISCUSSION AGENDA ITEM 5

SUPPORTING DOCUMENTATION FOLLOWS WITH: 2 PAGES

5. Discussion/Decision regarding Committee Assignments

DISCUSSION AGENDA ITEM

Date: June 12, 2013

Item: Consider Council Committee Assignments

Background: With the change in Council members, the Council should consider updating the Committee Assignments accordingly. The current assignment listing is attached.

Proposed Action:

Consider and update Council Committee

Attachment: Current Committee Assignments

Committee Assignments

COMMITTEE	REP/ALTERNATE
California Coastal National Monument	Dwight
Park/Library/Museum Collaboration Committee	Maria
HCOAG Humboldt County Association of Governments	Julie / Dwight
Humboldt Mayors	Julie
HTA Humboldt Transit Authority	Julie / Dwight
Tsurai Mgmt Plan Implementation	Tom / Dwight
RCEA Redwood Coast Energy Authority	Tom
RREDC Redwood Regional Economic Development Corp.	Julie / Maria
Humboldt Waste Management Authority	Dwight
Indian Gaming Funds	Dwight / Tom
HCCVB Humboldt County Convention & Visitors Bureau	Mike, ex officio
Humboldt County Hazard Mitigation	Miller/Fulkerson
OES Office of Emergency Services	Mike, ex officio

Dwight

Julie

Kathy

Tom

Maria